JOB DESCRIPTION: EXECUTIVE DIRECTOR/SUPERINTENDENT

Purpose: The role of the NSSEO Executive Director/Superintendent is to provide comprehensive leadership to the organization that reflects the mission/vision and values of the member districts and an ongoing commitment to providing quality customized educational opportunities and support for students with a range of complex educational needs This role reflects the responsibility for overseeing the multi-tiered facets of an organization that continues to evolve in scope and impact and includes direct programs and services,and collaborative member district, parent and community partnerships.

Reports to: NSSEO Governing Board with the Operational Board. The Operational Board serves as the Executive Board of NSSEO and consists of the Superintendent of each member district.

QUALIFICATIONS:

1. Illinois Professional Educator License with Director of Special Education required
2. Superintendent Endorsement preferred but not required
3. A Master's degree is required, a Doctorate is preferred
4. Minimum of 2 years of cabinet level administrative experience preferred
5. Experience in administration and supervision of instructional programs for students with disabilities
6. Be a consistent presence within NSSEO and districts and move about NSSEO and district buildings as necessary

ESSENTIAL FUNCTIONS:

1. Provide the Operational and Governing Boards with frequent updates on district improvement goal progress, related measures of growth, important data and considerations for long range organizational planning.
2. Provide the Operational and Governing Boards with information relative to formulating, adopting and appraising NSSEO policies.
3. Share necessary background information with the Operational and Governing Boards to take action on agenda items at the NSSEO Operational or Governing Board meetings.
4. Develop, coordinate board agendas and actively participate in all meetings of the Operational and Governing Boards.
5. Conduct continuous evaluation of organizational goals, review progress and engage in discussions to determine current and future needs of NSSEO.
6. Exercise administrative authority to implement policies adopted by the Governing Board.
7. Exercise authority to make rules and give such instruction to school employees as may be necessary to implement board policies.
8. Recommend plans to the Operational and Governing Boards for improvement of the educational system and the delivery of specialized services to students.
9. Interpret and clarify the purposes and evolving program, budget and facility needs of NSSEO to the Operational and Governing Boards, staff, member districts and NSSEO community.
10. Guide the process of fiscal planning, facility needs and budgetary development and interpretation.
11. Direct studies, review and planning related to NSSEO organization patterns, educational programming and facility requirements.
12. Incorporate action steps in ongoing organizational planning that reflect advancement in practices associated with diversity, equity and inclusion across NSSEO.
13. Make recommendations for the selection, assignment, evaluation, and dismissal of all personnel in meeting program plans and objectives in accordance with NSSEO goals and ISBE standards.

14. Collaborate with programs, member districts and organizational partners including program planning, district needs and, when indicated support to address specific issues.

15. Meet with parent stakeholder groups and collaborate on areas of shared focus that support current and future NSSEO planning.
16. Collaborate with union representatives and associated committees on member issues, contractual agreement and negotiation process.
17. Exercise responsibilities imposed on special education joint agreement programs by ISBE and the federal government.
18. Provide technical assistance as needed to member districts and NSSEO administration on programmatic, legislative and legal aspects of special education.
19. Oversee all grant responsibilities and associated activities of federal and state grants awarded to NSSEO and aligned to mission/vision and goals of the organization.
20. Discuss and share changes and relevant information in rules, legislative and standards with districts and NSSEO leadership and collaborate on considerations and guidance for implementation.
21. Discuss state and national changes regarding special education with NSSEO, districts and partners and participate in associated advocacy efforts on behalf of students with special needs.
22. Prepare all required policies, forms and guidelines relative to the delivery of NSSEO special education programs and services.
23. Research and provide information pertaining to specific requests of districts and partners relative to special education and related services.

JOB RESPONSIBILITIES:

1. Provide oversight and shared supervision of NSSEO programs and services, instructional design, new areas of focus and the administration and updates of policies adopted by the Governing Board.
2. Engage in collaborative efforts with member district superintendents and special education leaders to share relevant updates, discuss ideas, changes and coordination of regional priorities and respond and customize supports as needed.
3. Direct all aspects of NSSEO programs and services, including their development; selection and development of staff; development of budget process and approval and ongoing supportive member district relationships.
4. Coordinate support for district special education programs as requested, monitoring of performance and coordination with other central district activities.
5. Perform other duties as may be assigned by the NSSEO Governing Board.
6. Support NSSEO policy, NSSEO and Governing Board goals and objectives, and The School Code of Illinois.
7. Excellent communication, collaboration, leadership,and critical thinking skills.
8. Ability to read, write and communicate in English to understand directions and communicate with students, staff, Board, superintendents and other stakeholders.
9. Ability to establish, expand and cultivate effective relationships with all NSSEO stakeholders

WORKING ENVIRONMENT:

- To perform the most physically demanding job functions, the upper extremity physical capabilities reaching, handling, and/or fine motor dexterity are consistently required.
- To perform the physically demanding job functions, strength and/or endurance for lifting, carrying, pushing and/or pulling are occasionally required.
- To perform the most physically demanding job functions, the physical capabilities of climbing, balancing, stooping, kneeling, crouching and/or crawling is seldomly required.

FLSA Status: Exempt **Updated:** 11/2026